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## Job details

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**Position/Program Information** Directs program planning and program development activities of the Program Support Bureau within the Department of Mental Health. Positions allocable to this class work under the administrative and technical direction of the Deputy Director, Mental Health. These positions are located in the Program Support Bureau and have responsibility for the bureau's program planning development activities.

**Essential Job Functions**

- Plans, develops, implements, and monitors new and existing MHSA funded programs for Countywide programs.
- Administers and provides program oversight to a range of contracted and directly operated programs for Countywide Programs.
- Develops and controls annual budget for MHSA-funded programs.
- Collaborates with various community based organizations, other county departments and state DMH to advocate for and develop an array of services and resources to expand/leverage existing knowledge and funding.
- Represents DMH Division as liaison to various constituent groups and oversight bodies to ensure accurate reporting of required program outcomes.
- Directs the development of policies and procedures for the administration of various countywide programs.
- Plans, assigns, directs, and evaluates the work of the bureau staff.
- Directs the development of administrative structures to manage contractor and directly operated program expenditures, invoices, and reimbursements.
- Oversees and supervises the operation of an administration division including recruiting, training, supervising, and supporting a culturally diverse team of professional and paraprofessional staff.
- Represents the division and bureau on interdepartmental, intradepartmental, and local workgroups.

**Requirements**Minimum Requirements:

OPTION I: A Doctorate degree from an \*accredited college or university with specialization in a Behavioral Science, Health Administration, or Public Administration, and three years of experience in mental health program planning and implementation. -OR-

OPTION II: A Master's degree from an \*accredited college or university with specialization in a Behavioral Science, Health Administration, or Public Administration, and five years of experience in mental health program planning and implementation.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

- Extensive experience dealing with County officials, outside agencies, professional personnel, advocacy groups, and community groups in implementing County Mental Health Services Act related services.
- Extensive management experience in promoting and managing change or developing and implementing strategic objectives related to specialized mental health programs.
- Demonstrated ability to work effectively with public officials, other departments, and agencies.
- Strong managerial and leadership skills.
- Excellent problem solving skills.
- Excellent analytical skills and decision-making ability.
- Excellent written and oral communication skills.

**Special  
Requirement  
Information**

\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

Verification of Experience Letter (VOEL) **WILL NOT BE ACCEPTED** for this examination. VOEL previously submitted for other examinations will also not be considered. The education and experience listed on your application is **SUBJECT TO VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made. **FALSIFICATION** of any information may result in **DISQUALIFICATION OR RESCISSION OF PROMOTION.**

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Examination  
Content**

This examination will consist of two parts:

Part I: An evaluation of experience based upon application and Supplemental Application Form information weighted 50%, and

Part II: An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, analytical skills and decision-making

ability, interpersonal and public relations skills, problem solving ability, and managerial and leadership skills .

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special Information**

Past and present mental health clients and family members are encouraged to apply.

**Vacancy Information**

The resulting eligible register will be used to fill a vacancy in the Los Angeles County Department of Mental Health, Program Support Bureau.

**Eligibility Information**

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete for this examination more than once in a twelve (12) month period.

**Available Shift**

Any

**Job Opportunity Information**

**Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.**

**Application and Filing Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

Fill out your **application and Supplemental Application Form** completely. provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. This examination will remain open until the needs of the services are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

All information is subject to verification. We may reject your application at any time during the selection process.

**Click on the link below to access the Supplemental Application Form:**

[http://file.lacounty.gov/dhr/ehr/cms1\\_198420.doc](http://file.lacounty.gov/dhr/ehr/cms1_198420.doc)

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email. We must receive your application by 5:00 pm, PST, on the last day of filing.

Applicants must complete and submit their applications, upload required documents (e.g. Transcripts, resume) as attachment(s) at the time of filing. Note: if you are unable to attach the required documents, you may fax them to (213) 637-4585 within five (5) days of filing. Please include exam number and exam title.

The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Please fill out the application form completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name Job posting preview and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**Information** **Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
<b>Department Contact Phone</b>	(213) 738-4634
<b>Department Contact Email</b>	cyeung@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2823
<b>Teletype Phone</b>	(800)735-2922
<b>California Relay Services Phone</b>	(800)735-2922
<b>Job Field</b>	Health Other
<b>Job Type</b>	Professional

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